

# LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH POLICY & PROCEDURE MANUAL

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Subject: <b>SEXUAL HARASSMENT REPORTING</b>	Original Issue Date: January 13, 2005	Policy #: <b>541</b>
	Supersedes: January 13, 2005	Effective Date: November 13, 2008
Committees Consulted: College Operations Human Resources	Reviewed & Approved by: College Planning Board of Trustees	Approved by:  (Signature on File) Provost, College of Nursing & Allied Health

## **PURPOSE:**

To promote a work and learning environment free from sexual harassment that supports reporting of sexual harassment complaints.

## **Definition:**

Sexual harassment is a form of unlawful discrimination that is a violation of Title VII of the Civil Rights Act of 1964, as amended, and Chapter 6 of the California Fair Employment and Housing Act.

Sexual harassment includes:

- Unwelcome sexual advances, requests for sexual favors, and other unwelcome, offensive verbal or physical conduct of a sexual nature
- Actual or threatened employment decisions or academic progression based on submission to or rejection of conduct of a sexual nature.
- Conduct of a sexual nature, which has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

## **POLICY:**

All employees and students are responsible for assuring that sexual harassment does not occur in the work/learning environment.

Any employee or student who believes that he or she has been the object of, or has been affected by, sexual harassment in the work/learning situation or who is aware of an occurrence of sexual harassment shall report such action or incident.

Sexual harassment is unacceptable, will not be tolerated, and will result in disciplinary action.

Confidentiality of the employee/student who experiences, reports, or witnesses sexual harassment must be maintained.

The Sexual Harassment policy and procedure is published and accessible to all College employees and students.

## **PROCEDURE:**

Every employee will annually review the Department of Health Services Policy #749: Sexual Harassment and sign the acknowledgment of receipt and awareness form.

Students receive sexual harassment information in the Catalog and during orientation.

Subject:

**SEXUAL HARASSMENT REPORTING**

The employee or student shall report sexual harassment to any one of the following:

- Instructor
- Program or semester coordinator
- Immediate supervisor or any manager/supervisor.

The instructor, coordinator, supervisor and/or manager will:

- Assure employee/student that the matter will be investigated
- Initiate investigation by getting the details of the incident
- Obtain written statement from employee, ~~or~~ student, or witness as soon as possible after the event
- Notify Human Resources immediately either verbally or in writing
- Prepare a written report and submit it to Human Resources within one working day
- ~~Protect the employee/student from~~ Implement measures to minimize exposure to further sexual harassment
- ~~Protect~~ Maintain the employee's/student's confidentiality.

~~Human Resources will notify the Office of Affirmative Action and Compliance of the complaint.~~

**PROCEDURE DOCUMENTATION:**

Department of Health Services Performance Evaluation Form HS-1025: Agreement of Understanding (policy checklist) ~~Policy #749: Sexual Harassment Acknowledgment form~~

**REFERENCES:**

Department of Health Services Policy #749: Sexual Harassment

Network Policy #547: Sexual Harassment – Reporting of Complaints/Grievances

~~Nursing Services & Education Generic Structure Standard CSS Element 10.1. Legal Issues. 19.~~

~~Sexual Harassment~~

College of Nursing and Allied Health, School of Nursing Catalog